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DATE *30/11/81* REVIEWER: 037109

MEMORANDUM FOR: Deputy for Field Activities

SUBJECT: Redesignation of ID/OSA Billet

25X1A

1. The present position occupied by in Intel entails the following:

- (a) Takes dictation
- (b) Prepares outgoing correspondence and cable traffic
- (c) Handles all clearances for SI, both within OSA and field units

This entails the preparation of individual clearance requests and a follow-up through Agency channels to insure most expeditious service afforded no one else in the Agency.

- (d) Handles typing and correspondence for the Weather Staff
- (e) Receives, logs, controls, and disseminates all T, TKH, and SI cable traffic for the entire Agency arriving on the OPCEN circuit
- (f) Receives, logs, controls, and disseminates all T, TKH, and SI correspondence originated by and received in OSA/DDR
- (g) Prepares certain documents for distribution to the highest level of the U. S. Government, including the White House and Special Group

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2. To fully describe duties in Intel requires some explanation of the functions of ID/OSA in more detail. Besides keeping FA and higher authorities informed on various intelligence information and matters,

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25X1C Intel must digest a great many pertinent intelligence documents from all sources. These sources are all-inclusive and include such publications from [] State Department, all services of DOD, both local and in the field; translations of both classified and unclassified Soviet and Bloc documents; cables from all countries both domestic and SI intercepts, etc. This vast volume of material must be carefully read and pertinent information extracted and recorded where applicable. Many of these documents require references, and these references are ordered through appropriate channels.

25X1A [] has over a period of time learned where to go or whom to contact for many various documents to support Intel.

25X1A 3. Intel performs a similar function to RB/OSA, in that whereas RB receives and controls all Project materials, Intel controls all product materials. The distribution of cables alone throughout the Agency requires an intimate knowledge of each and every office in the Agency, their needs for certain information received by OPCEN Cable Center, and the security limits of each office to determine what information they are eligible to receive. As Assistant TALENT Control Officer for TCO/OSA, [] has learned who is to receive certain categories of cables and specific cables and has performed the distribution of these materials in an admirable and expeditious manner. 25X1A

4. The time required to become thoroughly familiar with the complex and critical security systems in the Agency requires from six months to a year on the job, depending on previous experience with the systems. [] had relatively little experience with any of the more exotic projects of OSA and their related security aspects. She became familiar with the security aspects of ID/OSA in a surprisingly short time and in the last year has probably become as familiar with the collective security system as anyone in the Agency. This factor has resulted in Intel's not having breached security or security regulations in the handling of vast amounts of SI, T, TKH, and other special materials, such breach reflecting on AD/OSA should it have occurred.

5. The assignment of COMINT Control and TALENT Control to the Chief of Intel is a collateral assignment, but requires careful and continuous control to work effectively. [] deserves a large part of the credit for insuring that highly classified mail, cables, and other documents have been properly handled over the past year.

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25X1A 6. The primary function of Intel is to support OSA operations. To perform this function satisfactorily requires that the Intel Staff be educated on all phases of the very latest intelligence in any way related to OSA operations. Not only does this require the digestion of all available information from the many intelligence periodicals, but also the establishment of good working relations with many offices both in the Agency and without. This Staff has gained the respect of all of these offices to the extent that most will on their own initiative provide critical information on an instantaneous and timely basis. If know of no other office in this Agency which is able to receive the most up-to-date data to support operations on the same timely basis as the Intel office. The intelligence offices of this Agency, DOD, and State have come to know [] well and have from time to time coordinated information through her to the Intel Office. Her cordiality to these other offices and officers has been the subject of compliment on more than one occasion.

25X1A 7. In conclusion, the position of [] is such that a normal Clerk-Stenographer would fall far short of being able to perform the duties carried by [] without considerable training and indoctrination on the job, and even then she would have to have the temperament and drive capable of handling the job. 25X1A

RECOMMENDATION:

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8. That if the Career Panel deems it necessary to redesignate the billet now occupied by [] (Intel Analyst, GS-8), that you use your good influence with the panel to change the designation from Intel Analyst to Administrative Assistant (GS-8). This recommendation was made by me personally to the DD/R Personnel Officer several months ago. However, after explaining in some detail what [] duties were, he recommended the billet be left as it was.

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SIGNED

25X1A

[]
Chief, Intelligence Division
Office of Special Activities

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